

## IBM Forms Viewer v8.0.1 Installation Guide

The IBM Forms Viewer (v8.0.1) is the only forms viewer compatible with DTrade DSP forms. The IBM Viewer is required to access, view, and use the DTrade DSP forms. Other form viewers (e.g., PureEdge and Lotus) must be uninstalled before beginning the installation process of the new forms viewer. The new IBM Forms Viewer (v8.0.1) can be downloaded via [DTrade](#) or the [DTrade Information Center](#) page.

### REQUIREMENTS

---

1. ACES digital certificate [registered with DTrade](#).
2. Appropriate user roles (e.g., signature authority or submitter) assigned by your company's super user.
3. Windows 7 SP1, Vista, or XP SP3 operating system
4. Internet Explorer versions 6, 7, 8, or 9

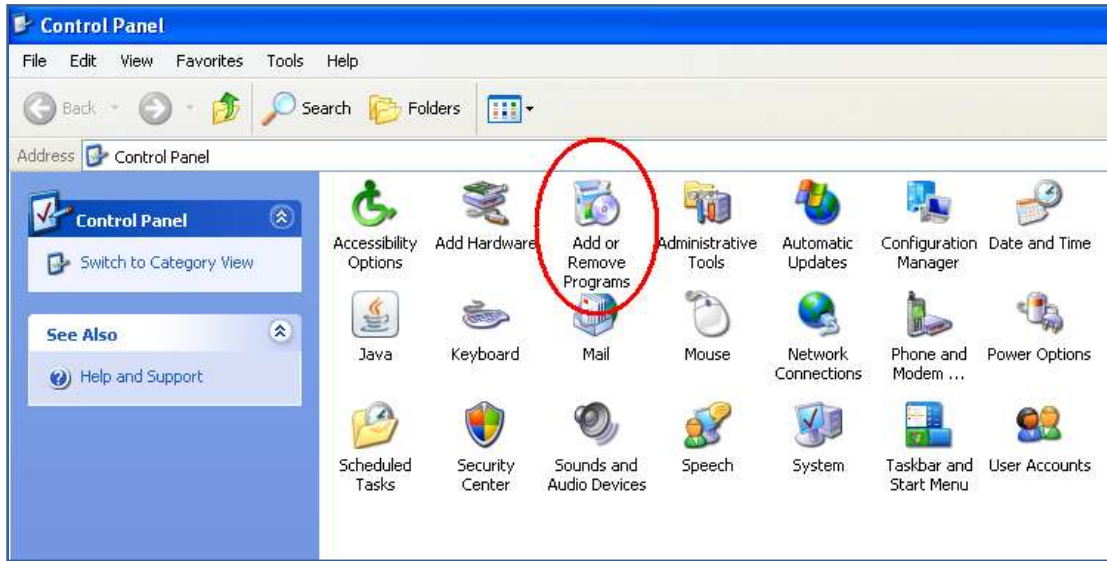
### REMOVE EXISTING VIEWERS

---

1. Uninstall all prior versions of form viewers—PureEdge, Lotus, or both.
  - a. Uninstall program(s) using Add or Remove Program in Control Panel



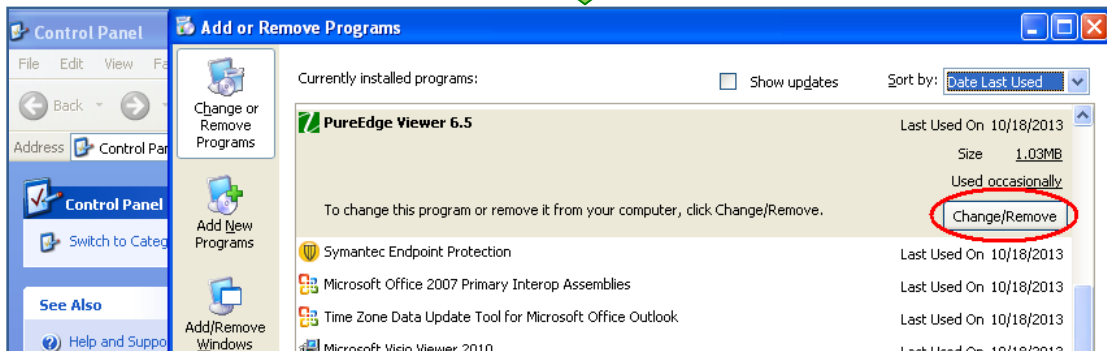
Window Start Button



Control Panel Menu



Add or Remove Program



Select and uninstall Form Viewers

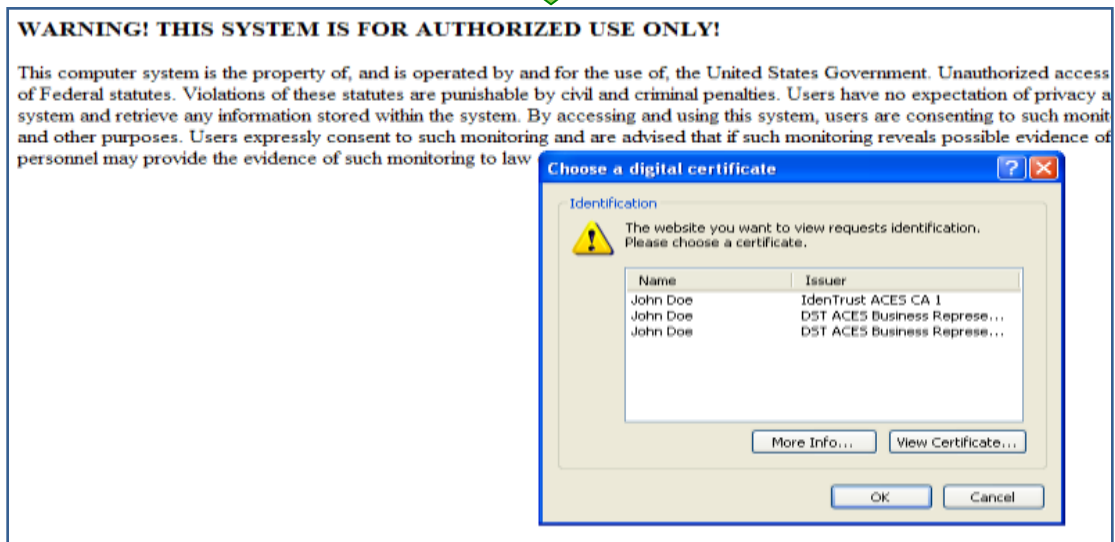
**Note:** Both PureEdge Viewer and Lotus Form Viewer might be installed on the computer. Please make sure both are uninstalled before proceeding with the installation of the new form viewer. Reboot your computer after the viewer uninstall is complete.

## INSTALL NEW FORMS VIEWER

1. Download the IBM Forms Viewer (v8.0.1) via [DTrade](#) or the [DTrade Information Center](#) page.
  - a) To download IBM Forms Viewer (v8.0.1) from [DTrade](#), login to DTrade with your registered digital certificate.



Login Successful Page



Certificate Authentication Popup Window

b) Download and save the new IBM Forms Viewer to the Desktop.



Return to DTC Home

## Welcome to the DDTC Electronic Filing System

This is the DDTC Electronic Filing System web site. Use the menus on the left to navigate to the accessible functions.

**IMPORTANT NOTICES: (Updated - September 25, 2013)**

- **Industry Notice (09/25/2013):** DDTC is upgrading the DTrade system to ensure compliance with the (ACES) SHA-256 ("SHA-256") digital certificates by December 31, 2013. As a result, all DTrade user certificate by the end of this calendar year for continued use of DTrade. DDTC has compiled frequently during this transition. For further information visit the [DTrade Information Page](#).
- **Industry Notice (07/1/2013):** REMINDER: DTrade2 and MARY will be upgraded during the period morning of Monday, July 8, 2013. This maintenance window will support the integration with USXports be unavailable for case submissions and no case adjudication will occur during the maintenance period. DTRADE2 Help Desk at 202-663-2838 or via email at [dtradehelpdesk@state.gov](mailto:dtradehelpdesk@state.gov).
- **Industry Notice (06/25/2013):** DTrade2 will be undergoing maintenance during July 3rd, 2013 to July to USXports.

**Links**

- Forms Viewer Download
- Digital Certificate Issuer
- Industry Users Manual
- Managing Digital Certificates FAQs
- US Department of State

WorkMain Page



## IBM Forms Viewer Application Download

You have selected to download the IBM Forms Viewer application. This application is required for all users, as it will allow you to submit forms to the system. IBM Forms Viewer will also allow you to circulate these forms to others within your organization prior to submitting them.

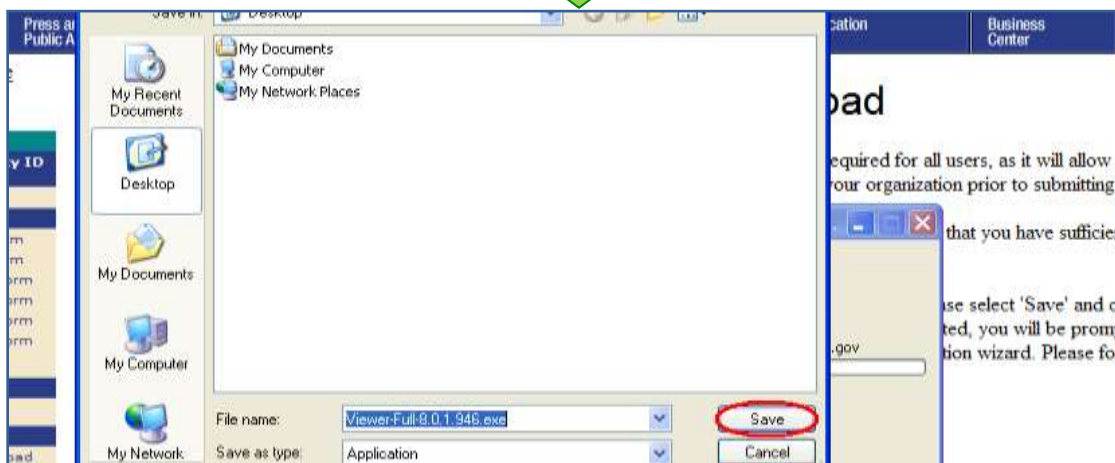
You must have at least 84.4 MB of free space on your hard drive to download this file. Please be sure that you have sufficient free space before proceeding.

Once you have initiated this download process, you will be prompted to either run or save the file. Please select 'Save' and choose a storage location on your hard drive and click 'Save'. Once the application download is completed, you will be prompted to run the application. Please select 'Run'. You will then be prompted through the application installation process by an installation wizard. Please follow the prompts.

To continue the application download process, please click below:

[Download IBM Forms Viewer](#)

Form Viewer Download Page



Save in: Desktop

My Recent Documents

Desktop

My Documents

My Computer

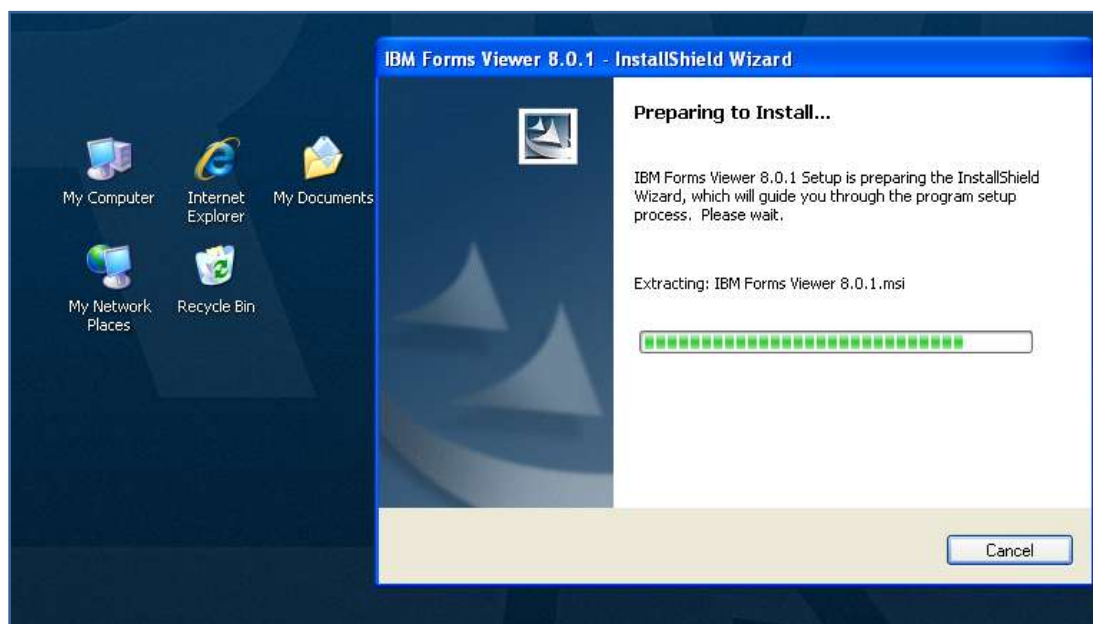
My Network Places

File name:

Save as type:

Form Viewer Save as Window

2. From the Desktop, double click the saved IBM Forms Viewer to complete the installation process.

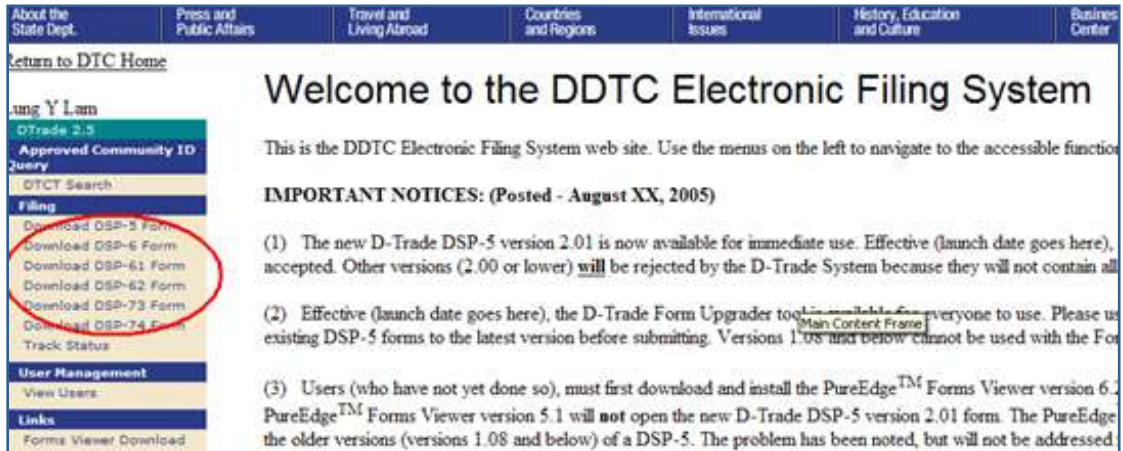


**\*IBM Forms Viewer 8.0.1 Installer**



## DOWNLOAD DTRADE FORMS

Users may download and locally store copies of the DTrade forms for ease of access by following the instructions below.



DTrade WorkMain Page



Form Popup Window



Save Form Window

Repeat the above steps until you have saved a copy of the desired DSP Forms.

## REFERENCES

---

### **IBM Forms Viewer Information**

[IBM Forms v8.0.1 Infocenter](#)

### **DTrade Help Desk**

**Phone:** 202-663-2838

**Fax:** 202-663-2756

**Email:** [dtradehelpdesk@state.gov](mailto:dtradehelpdesk@state.gov)